

## FIXING RELATIONSHIPS EXERCISE USING THE INSTRUCTOR MATERIALS SANDBOX



Robert \_\_\_\_\_

Work in Robert and Ann's family; record Robert's surname and ID # here →

ID # \_\_\_\_\_

I. Remove Robert's spouse – Rachel who has no children	SKILLS COVERED
<p>Review what Robert and Ann's family "looks like" based on your research</p> <ul style="list-style-type: none"> <li>○ In Robert's details page, click <i>Edit Couple</i> icon in Robert &amp; Rachel's couple box</li> <li>○ In the Selection box on right, click <i>Remove or Replace</i></li> <li>○ Read the two actions</li> <li>○ Put a check in the "I have reviewed the relationship..." box</li> <li>○ Click <i>Remove Person</i> to delete this couple</li> <li>○ Enter a specific "Reason for My Change" statement</li> <li>○ Click <i>Remove</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Remove person</li> <li>▪ Review relationship options</li> <li>▪ Create a reason statement</li> </ul>
II. Remove Robert's spouse – Alison who has 3 children	
<p><b><u>CANNOT REMOVE A SPOUSE with CHILDREN; Must move all 3 children first</u></b></p>	<ul style="list-style-type: none"> <li>▪ Nothing can be done</li> </ul>
III. Move Hannah (see Robert & Alison children) to correct parents - Robert & Ann	
<ul style="list-style-type: none"> <li>○ Copy Ann's ID #</li> <li>○ Scroll down to Hannah's box, click <i>Edit Parents</i> icon</li> <li>○ In the Selection box click <i>Remove or Replace</i> in MOTHER's box [Alison]</li> <li>○ Put a check in the "I have reviewed the relationship..." box</li> <li>○ Click <i>Replace Person</i></li> <li>○ To find Ann click <i>Find by ID Number</i> in the "Replace Person" window</li> <li>○ Paste in Ann's ID #</li> <li>○ In the "Find by ID Number" window click Ann's <i>Add Person</i></li> <li>○ Enter a specific Reason for My Change statement and click <i>Replace</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Copy Ann's ID Number</li> <li>▪ Move child by replacing one parent [MOTHER]</li> <li>▪ Replace Person</li> <li>▪ Find by ID Number</li> </ul>
IV. Move William – from Robert & Alison to correct parents - Robert & Ann	
<ul style="list-style-type: none"> <li>○ Scroll down William's box, click <i>Edit Parents</i> icon</li> <li>○ In the Selection box, in CHILD's box [William] click <i>Remove or Replace</i></li> <li>○ Put a check in the "I have reviewed the relationship..." box</li> <li>○ Click <i>Replace Parents</i></li> <li>○ Click <i>Find by ID Number</i> and paste Ann's ID # (you have already copied it)</li> <li>○ Select <b>Find</b> and click <i>Replace Parents</i></li> <li>○ Identify the correct parents and click <i>Add Couple</i></li> <li>○ Enter a specific Reason for My Change statement and click <i>Replace</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Move child by replacing both parents [CHILD]</li> <li>▪ Add couple</li> <li>▪ Find by ID Number</li> </ul>
V. Remove Frank – Frank is NOT the son of Robert <u>or</u> Alison	
<ul style="list-style-type: none"> <li>○ Scroll down to Frank's box, click <i>Edit Parents</i> icon</li> <li>○ In the Selection box, in CHILD's box [Frank] click <i>Remove or Replace</i></li> <li>○ Check "I have reviewed..." box and click <i>Remove Parents</i></li> <li>○ Enter Reason statement and click <i>Remove</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Remove child from family entirely</li> </ul>
VI. Remove Robert's spouse – Alison, now that all children have been moved	
<p>Follow same steps found in I. above, only go to Robert &amp; Alison's couple box.</p> <ul style="list-style-type: none"> <li>○ In Robert &amp; Alison couple box, click on <i>Edit Couple</i> icon</li> <li>○ In the Selection box on right, click <i>Remove and Replace</i></li> <li>○ Put a check in the "I have reviewed the relationship..." box</li> <li>○ Click <i>Remove Person</i> to delete this couple</li> <li>○ Enter a specific Reason for My Change statement</li> <li>○ Click <i>Remove</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Remove incorrect couple</li> </ul>

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